



# City of Deltona

2345 Providence Blvd.  
Deltona FL 32725

## Firefighters' Pension Plan Board of Trustees Special Meeting Minutes

*Chair Kurt Vroman*  
*Secretary Gene Gizzi*  
*Trustee Janet Deyette*  
*Trustee John Fleemin III*  
*Trustee Douglas Watler*

---

**Tuesday, October 15, 2019**

**3:00 p.m.**

**2<sup>nd</sup> Floor Conference Room**

---

A special meeting of the Deltona Firefighters' Pension Plan Board of Trustees was held on Tuesday, October 15, 2019 at 3:00 p.m. at the City of Deltona 2<sup>nd</sup> Floor Conference Room located at 2345 Providence Blvd, Deltona, Florida 32725, pursuant to notice.

**CALL TO ORDER:** Secretary Gizzi called the meeting to order at 3:18 p.m.

### **ROLL CALL:**

**PRESENT:** Chairman Kurt Vroman (*arrived at 3:34 p.m.*), Secretary Gene Gizzi, Trustees Janet Deyette, John Fleemin III and Douglas Watler

**ABSENT:** None

**ALSO PRESENT:** Plan Attorney Pedro Herrera, Sugarman & Susskind, P.A.; David West, AndCo Consulting; Janet Day, City of Deltona; Lisa Spriggs, Plan Administrator; Steve Earnhardt and Lora Murphy, Lauterbach & Amen, LLP (L&A); Mindy Johnson, Salem Trust Company; Finance Manager Susan Helberg, City of Deltona

**REQUEST FOR APPROVAL OF AGREEMENT WITH LAUTERBACH & AMEN, LLP FOR ADMINISTRATIVE SERVICES:** The Board noted that Lauterbach & Amen, LLP (L&A) submitted a response to the Pension Plan's Request for Proposal for Administration Services in January 2019. The Board voted and approved at the August 5, 2019 regular meeting to engage L&A for pension administrative services in the amount of \$2,500 per month for fiscal year 2020, \$2,550 per month for fiscal year 2021 and \$2,600 per month for fiscal year 2022.

As part of the engagement, L&A requested the Pension Plan open a checking account with BMO Harris Bank for the funding of payroll and vendor payments, which L&A will commence on January 1, 2020. L&A provided the Board with the necessary paperwork to open the checking account.

Ms. Spriggs reported the transition is in process and she is planning on closing out the September 30, 2019 fiscal year end and explained to the Board the role changes that will take place; L&A will handle all daily administrative functions and the City Finance roll will not change. The biggest role change will be the processing of payments, as currently the custodian, Salem Trust Company, handles this, however L&A's services include this and are scheduled to begin processing payments and payroll effective January 1, 2020 which coincides with the tax year.

The Board questioned if Salem's fees would change due to not processing any payments in 2020. Ms. Johnson commented that paying invoices and paying benefits is part of their services and the Plan is on a basis points fee schedule. Ms. Johnson does not know if this would adjust the fee and noted that the Plan just recently locked into a new fee schedule through 2021 and will review it for the Board.

*Chairman Vroman arrived at 3:34 p.m.*

Trustee Fleemin recommended the Pension Plan not open a BMO Harris Bank checking account at this time until it is determined if Salem Trust will be reducing their fees, as the custodian will no longer be doing payroll or paying invoices for the Plan. L&A noted that it takes 6-8 weeks to open the checking account and would like to have it open, operational and funded by January 1, 2020. L&A explained the funding of the checking account and recommended always holding a minimum in the account to cover miscellaneous vendor payments and Board member reimbursements and will request funding monthly from the Salem Trust in order to process payroll.

A motion was made by Trustee Watler and seconded by Trustee Vroman to accept Lauterbach & Amen's three-year agreement as discussed. Chairman Vroman asked if there was any discussion. With no discussion, motion carried unanimously by voice vote.

AYES: Chairman Vroman, Secretary Gizzi, Trustees Deyette, Fleemin and Watler

NAYES: None

ABSENT: None

The Board discussed that opening the BMO Harris Bank checking account is part of L&A's agreement, however if the Board wants to delay opening it or determines not to open it, it will affect L&A's process of services they were engaged to do. With that being said, the Board determined to proceed with opening a checking account with BMO Harris Bank.

**BOARD MEMBER COMMENTS:** There were no additional Board member comments.

**ADJOURNMENT:** A motion was made by Chairman Vroman and seconded by Trustee Fleemin to adjourn the special meeting at 3:40 p.m. Motion carried unanimously by voice vote.

AYES: Chairman Vroman, Secretary Gizzi, Trustees Deyette, Fleemin and Watler

NAYES: None

ABSENT: None

Minutes approved by the Board of Trustees on \_\_\_\_\_

\_\_\_\_\_  
Kurt Vroman, Chairman

\_\_\_\_\_  
Gene Gizzi, Secretary